

Message Text

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PAGE 01 STATE 120292

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TO AMEMBASSY TEL AVIV IMMEDIATE

S E C R E T STATE 120292

FOLLOWING REPEAT STATE 120292 ACTION CAIRO THE WHITE HOUSE

INFO VIENNA 07 JUNE 1974. QUOTE:

S E C R E T STATE 120292

E.O. 116;2: GDS

TAGS: OVIP (NIXON, RICHARD M)

SUBJECT: SUPPORT OF THE SECRETARY'S VISIT: REQUIREMENTS

FOR EAGLEBURGER AND SECRETARIAT (S/S)

WHITE HOUSE PASS SALZBURG

CAIRO AND SALZ RG ALSO PASS TO STATE (A/OPR) ADVANCE MEN

1. PERSONNEL: LAWRENCE S. EAGLEBURGER, EXECUTIVE ASSISTANT TO THE SECRETARY, AND THREE SECRETARIES, IRENE DERUS, MILDRED LEATHERMAN AND BONNIE ANDREWS, WILL ACCOMPANY THE SECRETARY. EAGLEBURGER WILL RIDE WITH SECRETARY ON PRESIDENTIAL AIRCRAFT. SECRETARIES WILL RIDE ON BACKUP AIRCRAFT.

2. EXECUTIVE SECRETARIAT (S/S) TEAM CONSISTING OF FSO AND SECRETARY WILL ADVANCE THE VISIT AND ARRIVE BY COMMERCIAL AIR. NAMES AND EXACT FLIGHT INFORMATION WILL BE PROVIDED SEPTEL. FOR CAIRO: A SECOND S/S TEAM WILL ARRIVE ABOARD BACKUP AIRCRAFT.

SECRET

SECRET

PAGE 02 STATE 120292

A. S/S CONTROL OFFICER AND SECRETARY. A CONTROL

OFFICER SHOULD BE ASSIGNED TO S/S AND SHOULD MEET THE S/S ADVANCE TEAM ON ARRIVAL AT THE AIRPORT. POSTS SHOULD FURNISH NAMES OF CONTROL OFFICERS TO THE DEPARTMENT ATTN. S/S ON OR BEFORE JUNE 7. A TOP SECRET CLEARED SECRETARY SHOULD BE AVAILABLE TO S/S ON A 24-HOUR BASIS

THE POST HAS RECEIVED RELATED TO THE TRIP SHOULD BE AVAILABLE TO S/S UPON ARRIVAL OF THE ADVANCE TEAM.

3. ADMINISTRATIVE ARRANGEMENTS:

A. EAGLEBURGER'S OFFICE: AN OFFICE SHOULD BE SET UP FOR EAGLEBURGER IN CLOSE PROXIMITY TO THE SECRETARY. OFFICE SHOULD HAVE ADEQUATE LIGHTING AND THE FOLLOWING OFFICE SUPPLIES AND EQUIPMENT:

1) ONE DESK FOR EAGLEBURGER. TWO DESKS OR TYPING TABLES FOR SECRETARIES.

2) NORMAL OFFICE SUPPLIES AND FORMS.

3) COPYING MACHINE.

4) EMBASSY PHONE BOOK, DIPLOMATIC LIST AND ANY OTHER USEFUL REFERENCE MATERIAL.

5) TWO ELECTRIC TYPEWRITERS. IDENTICAL TYPE ESSENTIAL.

6) TELEPHONES: A MINIMUM OF ONE FOR EACH DESK. INSTRUCTIONS ON USE OF TELEPHONES SHOULD BE PROVIDED ON WRITTEN SHEET NEXT TO EACH PHONE. LIST SHOULD CONTAIN S/S NUMBER AND OTHER IMPORTANT TELEPHONE NUMBERS.

7) 2-WAY INTERCOM: A 2-WAY INTERCOM IS REQUIRED CONNECTING EAGLEBURGER'S OFFICE WITH SECRETARY'S ROOM PERMITTING SECRETARY'S CALLS TO BE TAKEN IN EAGLEBURGER'S OFFICE WITH CAPABILITY TO BUZZ THE SECRETARY FOR HIS INCOMING CALLS. PHONE SHOULD NOT REPEAT NOT RING IN SECRET

SECRET

PAGE 03 STATE 120292

THE SECRETARY'S ROOM.

24-HOUR OPEN STORAGE FOR CLASSIFIED MATERIAL IS REQUIRED IN EAGLEBURGER'S OFFICE. ARRANGEMENTS SHOULD BE MADE FOR FULL TIME MARINE COVERAGE.

B. ADJACENT TO OR INCLUDED IN EAGLEBURGER'S OFFICE SHOULD BE FACILITIES FOR GENERAL SCOWCROFT OF THE NSC

AND TWO SECRETARIES. IF SEPARATE AND ADJACENT TO EAGLEBURGER'S OFFICE, THE NSC OFFICE SHOULD BE SET UP SIMILAR TO EAGLEBURGER'S OFFICE. IF OFFICES ARE COMBINED, A LARGE CONFERENCE TABLE SHOULD BE FURNISHED.

C. S/S OFFICE: S/S WILL REQUIRE AN OFFICE IN THE CHANCERY WHICH SHOULD HAVE ADEQUATE LIGHTING AND THE FOLLOWING OFFICE SUPPLIES/EQUIPMENT:

- 1) TWO DESKS OR TABLES FOR OFFICERS AND TWO DESKS OR TYPING TABLES FOR SECRETARIES.
- 2) DESK OR TABLE FOR EMBASSY SECRETARY ASSIGNED TO WORK WITH S/S.
- 3) NORMAL OFFICE SUPPLIES AND FORMS.
- 4) TWO CONFERENCE TYPE TABLES.
- 5) THE BEST AVAILABLE COPYING MACHINE -- ARRANGEMENTS SHOULD BE MADE FOR 24-HOUR SERVICING FOR THE MACHINE AND/OR BACKUP MACHINE.
- 6) TWO COPIES EMBASSY PHONE BOOK, THE POST REPORT, ONE DIPLOMATIC LIST, AND ANY OTHER USEFUL PAMPHLETS OR INFORMATION.
- 7) TWO ELECTRIC TYPEWRITERS, LARGE (PICA) TYPE ESSENTIAL, PREFERABLY IBM SELECTRIC.
- 8) A MINIMUM OF ONE FOR EACH DESK. INSTRUCTIONS ON USE OF TELEPHONES SHOULD BE PROVIDED ON WRITTEN SHEET NEXT TO EACH PHONE. LIST SHOULD CONTAIN
SECRET

SECRET

PAGE 04 STATE 120292

MR. EAGLEBURGER'S NUMBER AND OTHER IMPORTANT TELEPHONE NUMBERS.

S/S REQUIRES FULL TIME OPEN STORAGE FOR CLASSIFIED MATERIAL AT THE S/S OFFICE. ARRANGEMENTS SHOULD BE MADE FOR FULL TIME MARINE GUARD COVERAGE. ONLY PERSONS AUTHORIZED BY S/S WILL HAVE ACCESS TO S/S AREA.

4. A. EAGLEBURGER WILL NEED A CAR ON 24-HOUR BASIS.

B. S/S WILL REQUIRE A VEHICLE ON A 24-HOUR BASIS FOR DURATION OF EACH STOP.

C. THREE TOP SECRET CLEARED COURIERS (AND THREE COURIER VEHICLES) WILL BE REQUIRED ON AN AROUND-THE-

CLOCK BASIS TO LINK S/S TO EAGLEBURGER.

COMMUNICATIONS:

A. S/S WILL BE ON CALL 24 HOURS A DAY. COMMUNICATIONS SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES CONCERNING THE SECRETARY OR OTHER MEMBERS

OF HIS PARTY. COMMUNICATIONS WILL BE KEPT INFORMED OF WHEREABOUTS OF S/S TEAMS AT ALL TIMES.

B. ALL TRAFFIC FROM DEPARTMENT FOR THE SECRETARY OR HIS PARTY WILL BE SLUGGED TOSEC. OUTGOING CABLES TO DEPARTMENT FROM THE SECRETARY OR MEMBERS OF PARTY WILL BE SLUGGED SECTO. ALL SECTO CABLES WILL BE SIGNED KISSINGER AND MUST BE CLEARED BY S/S-S, LATERAL CABLES WILL BE SLUGGED QUOTE FOR THE SECRETARY UNQUOTE OR QUOTE FOR (NAME) UNQUOTE AS APPROPRIATE.

C. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TOSEC/SECTO TRAFFIC AND OF ALL CABLES FOR SECRETARY'S PARTY. S/S WILL GIVE EMBASSY, MEMBERS OF SECRETARY'S PARTY, AND OTHERS COPIES OF ALL CABLES RELATING TO THEIR AREAS OF RESPONSIBILITY.

D. TOSEC AND SECTO SERIES CABLES WILL EACH BE
SECRET

SECRET

PAGE 05 STATE 120292

NUMBERED CONSECUTIVELY. WHEN SECRETARY DEPARTS, COMMUNICATIONS SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT AND SECRETARY'S NEXT STOP GIVING THE LAST SECTO AND TOSEC NUMBERS. COMMUNICATORS SHOULD NOT ACCEPT ANY OUTGOING SECTO WITHOUT S/S CLEARANCE. IF ANY CABLE IS DELIVERED TO COMM CENTER WHICH PERTAINS TO SECRETARY'S VISIT, WATCH SUPERVISOR SHOULD CONSULT WITH S/S TO DETERMINE WHETHER CABLE SHOULD BE IN SECTO SERIES. INCOMING TOSEC CABLES SHOULD BE DOUBLE-SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON ONE SIDE ONLY. IF POSSIBLE, ALL CABLES FOR S/S SHOULD BE REPRODUCED ON 8X10 1/2 INCH PAPER.

E. S/S WILL NEED FOLLOWING NUMBER OF COPIES OF CABLES:

1) TOSEC/SECTO-NODIS 10 AND EXDIS 10 COPIES TO S/S ONLY. BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND KEEP RECORD OF ALL PERSONNEL WITH ACCESS TO MESSAGES DURING PROCESSING;

2) TOSEC/SECTO LIMDIS, ALL OTHER TOSEC/SECTO CABLES, AND CABLES FOR OTHER MEMBERS OF PARTY 10 COPIES TO S/S ONLY. S/S WILL DISTRIBUTE. EMBASSY TRAFFIC (INCOMING AND OUTGOING) SHOULD BE SCREENED THOROUGHLY AND ONLY THE MOST IMPORTANT SHOULD BE PROVIDED TO S/S (15 COPIES).

F. SPECIAL SUMMARIES: INSTRUCTIONS ON THE HANDLING OF DAILY SPECIAL SUMMARIES FOR THE SECRETARY WILL BE SENT SEPTEL.

6. MISCELLANEOUS ARRANGEMENTS:

A. CONTROL OFFICER SHOULD CONFIRM ARRANGEMENTS FOR TICKERS AND NEWSPAPERS WITH USIS IN ADVANCE (SEE FOLLOWING):

B. TICKER SERVICE SUCH AS UPI, AP OR REUTER NEEDED ON 24-HOUR BASIS. FIVE PACKAGES OF CAREFULLY SECRET

SECRET

PAGE 06 STATE 120292

SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0500 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. PACKAGES SHOULD CONTAIN THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT. SECRETARIAT OFFICERS SHOULD NOT HAVE TO EDIT PACKAGES FURTHER BEFORE SUBMITTING THEM TO THE SECRETARY AND OTHER READERS. OFFICER ASSIGNED TO SUPERVISE CULLING OF TICKER ITEMS SHOULD CONFER WITH THE FIRST SECRETARIAT OFFICER TO ARRIVE IN ORDER TO ASSURE COMPLETE AGREEMENT ON PROCEDURES.

C. COPIES OF ENGLISH LANGUAGE NEWSPAPER SHOULD BE MADE AVAILABLE TO SECRETARY AND EAGLEBURGER. FIVE COPIES TO S/S. FIVE COPIES OF USIS WIRELESS FILE SHOULD BE DELIVERED DAILY TO S/S BY 0600.

D. ONE COPY OF EVERY LOCAL PRESS STORY AND PRESS PHOTO ON SECRETARY SHOULD BE POUCHED DEPT. TO ATTN. OF S/S AFTER DEPARTURE OF PARTY.

E. BEFORE END OF VISIT, POST SHOULD FURNISH S/S WITH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE OFFICIALS.

7. MANY THANKS FOR YOUR ASSISTANCE. WE LOOK FORWARD TO WORKING WITH YOU.

UNQUOTE KISSINGER

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